

17th EURAMET General Assembly Week Programme and Information



30 May – 2 June 2023
Tallinn (Estonia)

CONTENT

1. Time schedule
2. Participants in the meetings
3. Venue
4. Participation fee & payment methods
5. Accommodation
6. Registration deadline
7. Visa & invitation letters
8. Contact us

1. Time schedule (all times in UTC+3)

Time	Tuesday 30 May 2023	Wednesday 31 May 2023	Thursday 1 June 2023	Friday 2 June 2023
8h00		Registration	Registration	Partnership Committee Start 8h30
9h00		GA Plenary Session Start 9h00	GA Plenary Session Start 9h00	
10h00				
11h00		Coffee	Coffee	Coffee
12h00		GA Plenary Session	GA Plenary Session	Partnership Committee
13h00	13h00 Registration and lunch	Lunch: 13h00	Lunch: 13h00	Lunch: 13h00
14h00	GA Delegates Only Start 14h00	GA Plenary Session Start 14h15	GA Plenary Session Start 14h00	EMPIR Committee Meeting
15h00			Tea 15h30	
16h00	Tea	Tea	RC Council Meeting Start 16h00	TC Chairs Workshop Start 16h00
17h00	GA Delegates Only	GA Plenary Session	EMN Chairs Workshop Start 16h00	
18h00			Partnership Committee Meeting Start 17h30	
19h00		Dinner		
20h00	Welcome Reception Start 19h30	Departure time 19h00		
21h00				
22h00				

17th EURAMET General Assembly Week Programme and Information



30 May – 2 June 2023
Tallinn (Estonia)

2. Participants in the meetings

	General Assembly Working Session 'Delegates Only' ¹⁾	General Assembly Plenary Sessions	TC Chairs Workshop	EMN Chairs Workshop	EMPIR Committee Meeting	Partnership Committee Meeting	Research Council Meeting
BoD Members	x	x	x	x			
Delegates	x	x					
DI Representatives		x					
TC Chairs		x	x				
EMN Chairs		x		x			
WG Convenors		x					
EMPIR Committee					x		
Partnership Committee						x	
Research Council Members		x					x
Invited Guests							
• Liaison Organisations		x					
• Advisors to Delegates		x					
• Guests		x					

¹⁾ Only 1 Representative per country (registered Delegate or Alternate).

3. Venue

The meetings will be held at the Estonian Academy of Sciences, Kohtu 6/1, 10130 Tallinn, Estonia <https://www.akadeemia.ee/en/>.

For details, please see document 'Information from the host'.

The Welcome Reception will take place on 30 May 2023, 19:30 EEST (UTC+3) at the Estonian Academy of Sciences, Kohtu 6/1, 10130 Tallinn, Estonia <https://www.akadeemia.ee/en/>.

Details will be announced in due time.

4. Participation fee and payment methods

Participation fee

1 day: 95 € (including VAT)

2 days: 190 € (including VAT)

3 days: 285 € (including VAT)

4 days: 380 € (including VAT)

Please note: there will be no fee for the Welcome Reception on Tuesday, 30 May 2023.

17th EURAMET General Assembly Week Programme and Information



30 May – 2 June 2023
Tallinn (Estonia)

Payment methods

- in Euro by bank transfer
- payment by credit card is not possible

Invoices for the registration fee will be made out by the local host, Metrosert, and will be sent to participants after the registration deadline at the latest.

For any questions about the participation fee, please contact the local host (see 8. Contact us)

5. Accommodation

Hotel reservations must be made directly with the hotels.

For details and reservation links, please see document 'Information from the host'.

6. Registration deadline

Registrations should be made as soon as possible, but latest on 2 May 2023.

7. Visa & invitation letters

For formal invitation letters, e.g. for visa, please contact Jutta Bender (see Contact us, below).

8. Contact us

For further information, please contact:

Programme & Registration, Invitation Letters

Jutta Bender
EURAMET Secretariat
Phone: +49 531 592 1960
registration@euramet.org

Hosting Organisation for Logistics, Location, Travel

Mari Aru
METROSERT
Phone: +372 56 45 33 30
mari.aru@metrosert.ee